

DIRECTORATE OR PROGRAM/PROJECT APPOINTMENT OF MSFC ORGANIZATIONAL RECORDS LIAISON OFFICER

The following individual(s) has/have been appointed to serve as the official Records Liaison Officer (RLO) for (organization name/code)

in accordance with MPR 1440.2, MSFC Records Management Program. They will be the focal point for all records management matters and the primary contact with the Center Records Management Program.

RECORDS LIAISON OFFICER: (Primary) **[Required]**

Name:	Code:
Job Title:	Phone:
Signature of RLO:	Date Signed:

RECORDS LIAISON OFFICER: (Alternate) **[Highly Recommended]**

Name:	Code:
Job Title:	Phone:
Signature of RLO:	Date Signed:

RECORDS LIAISON OFFICER: (Alternate, If needed for a Specific Area: _____)

Name:	Code:
Job Title:	Phone:
Signature of RLO:	Date Signed:

Records Liaison Officer: An individual designated by the Director/Manager of basic organizations (or Programs/Projects) to assist the director/manager and/or program/project manager of the organization in identifying, maintaining, and dispositioning records through records custodians.

Records Liaison Officer's responsibilities can be found in NPD 1440.6 and MPR 1440.2. Highlights of those responsibilities include but are not limited to:

1. Implementing records management procedures within their organizations, including developing file or records plans, conducting records inventories, identifying appropriate retention schedules, and retiring and dispositioning of records.
2. Representing their organizations, programs, or projects to the Marshall Records Manager (MRM).
3. Maintaining cognizance of all Record Custodians identified by the organization, including their assigned responsibilities.
4. Establishing, in coordination with the organization director/manager and/or data manager, a current Records Inventory that reflects all records for which the organization is responsible and ensuring that the Inventory is maintained and revised by each records-keeping office within the organization, geared to its needs, and compatible with MPR 1440.2.
5. Consolidating information for feeder reports on records management matters and forwarding the consolidated report to the MRM as required by NASA Headquarters or MSFC management.
6. Ensuring that organizational records are reviewed and dispositioned as scheduled and that only those records necessary for effective work accomplishment are being retained.
7. Providing liaison, assistance, and instruction in the records management activities of the organization to record custodians and managers as required.
8. Assisting records custodians in the disposition of inactive (noncurrent) records in accordance with the NPR 1441.1 and coordinating the preparation of the MSFC Form 578, Records Transfer List, for official files when they become eligible for transfer to records storage.
9. Ensure identification in Marshall Management Directives and Organizational Issuances of the applicable records, retention schedules, disposition, and the organization(s) of record custodian(s) or a link (identification) to where this information is available.

DIRECTOR/MANAGER APPROVAL

Name:	Directorate (or Program/Project):	
Signature:		Date: